



Lodge St. John No. 540
HALL LET APPLICATION FORM
2 Inverkeithing Road, Crossgates, Fife, KY4 8AL



Booking Terms and Conditions

Applications for Bookings: All applications for hire of available facilities must be made on the application form provided by the Lodge Management Committee. All functions must be of a private nature unless authorised by the Lodge Management Committee. The booking form is to be completed and forwarded to our Lodge Management Committee at the address shown on the booking form. The receipt of a completed booking form does not constitute an acceptance of any booking. You will be notified of an acceptance by the return of a copy of the booking form. It is a condition of hiring that the **MAXIMUM** number of persons admitted to the premises shall not exceed 60 persons dining, or 70 seated.

Use of Premises: (A) If any part thereof is used for any purpose different from that for which it is hired, the Lodge Management Committee, or the Designated Premises Supervisor, or any other appointed Staff, may at any time during the hire period terminate the proceedings and the hiring, without being liable in damages to the Hirer.

(B) The Hirer shall not permit any part thereof to be used for any purpose which may cause a nuisance, damage, annoyance, or inconvenience to the Catering, Bar, or any other appointed Staff, or general public, or indeed any other hirers using the premises at the same time, or occupiers of adjoining properties, or to the neighbourhood. (C) *Adult entertainment in the form of strippers etc, male or female is strictly prohibited at any time within these premises.*

Maintenance of Good Order; (A) The Hirer shall be responsible for maintaining good order and conduct within the premises at all times during the hire period and immediately after. The Hirer shall comply with the reasonable requirements of the Lodge Management Committee, Catering, Bar Staff, the Designated Premises Supervisor, or any other appointed Staff. If it appears necessary or desirable in the interest of good order or to prevent damage or injury, they may require the Hirer at any time to close or restrict the use of any part of the premises thereof. No drawing pins are to be used to affix items to the building fabric, all balloons, photos, etc. must be removed by the Hirer.

(B) The Lodge Management Committee or Designated Premises Supervisor, reserve the right to exclude any person or persons from any part of the premises, without giving any reason for such actions.

Licence; The Hirer shall comply with all of the provisions of the Licensing Act 2003, (as amended), and shall ensure that all of the attending persons do so.

Music; The Hirer is not permitted to allow the use of any form of music, without first consulting and obtaining approval from the Lodge Management Committee or Designated Premises Supervisor. Disco Equipment must have a valid P.A.T. test certificate, and the operator must have Liability Insurance.

Fire; It is the Hirers responsibility to make Him or Herself aware and conversant with the situation of all FIRE EXITS.

Loss or Damage; Neither the Lodge Management Committee, the Designated Premises Supervisor, or any other authorised Staff shall be held responsible for any loss or damage to any property arising out of the hiring. Nor for any loss, damage, or injury which may be suffered by any person or persons attending the premises during the hiring, arising from any cause whatsoever.

Use of Equipment; (A) The Hirer may have use of equipment with the permission of and subject to the control of the Lodge Management Committee, the Designated Premises Supervisor or authorised Staff. (B) Any apparatus, utensils, furniture, fixtures, fittings, machines, or any other equipment, used by or on behalf of the Hirer shall be left thoroughly clean, wholesome and in proper working order to the satisfaction of the Lodge Management Committee, the Designated Premises Supervisor or authorised Staff. The Hirer shall be responsible for making good any breakages or damages. (C) All electrical equipment that is hired in or supplied, must have a valid PAT test certificate. The Lodge Management Committee, Designated Premises Supervisor or authorised Staff reserve the right to not allow the connection to power supplies of any such equipment not having certification.

Supply of Liquor, Food and Consumables; (A) The caterer has the exclusive rights to provide all food items to be consumed on the premises, whilst the Lodge Management Committee or their authorised Staff has the exclusive rights for the sale of alcohol. No person or persons shall consume alcohol on the premises that has **NOT** been purchased from the bar, without first consulting the Designated Premises Supervisor. (B) The Hirer shall not bring or attempt to bring onto the premises any product for consumption without the specific authority of the Caterer.

I.....hereby accept all the terms and conditions of this agreement listed above.

Address.....

Phone No.....Mobile.....Signature.....

Date of Function..... Type of Function.....Approximate No Attending.....

Time Entry Required.....Kitchen Required YES/NO Bar Required YES/NO.

Once this booking application is approved by the Lodge Management Committee the Lodge Secretary will forward you a copy of this form as confirmation of the booking. (This should take no longer than a month from application)

Approved by Committee..... Declined by Committee.....

Lodge Confirmation Sent..... Signed..... Date.....

THERE IS A STRICT NO SMOKING POLICY WITHIN THESE PREMISES
£40 non refundable deposit is required from the hirer with this application.